

Notice of Improper Waste Disposal

Date: [Insert Date]

To: [Insert Recipient's Name]

Address: [Insert Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you that it has come to our attention that improper waste disposal practices have been observed at your property located at [Insert Property Address]. Specifically, we have noted the following:

- [Describe the specific issue, e.g., littering, illegal dumping, etc.]
- [Additional observations]

It is important to adhere to the waste disposal regulations set forth by [Insert Relevant Authority/Organization]. We kindly ask that you take corrective action to rectify this issue immediately. Failure to comply may result in further action, including fines or penalties.

Please ensure that all waste is disposed of in accordance with local guidelines to maintain the cleanliness and safety of our community.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]